



Health, Housing and Human Services Council

221 Winslow Way West, Suite 203 • Bainbridge Island, Washington 98110 • 206-842-9335 • Fax 206-780-6643

Dear Applicant:

Attached is the application for funds from the City of Bainbridge Island's 2009 Health, Housing and Human Services account. The amount budgeted for the account will be determined in December when the City Council passes the City budget for 2009. The City dedicated a total of \$300,920 for this purpose in 2008. This has provided allocation for individual agencies ranging from \$500 to \$108,000.

All items on the application must be completed and received by
4 P.M. Wednesday, May 14, 2008.

If applications are received past this time
they will not be considered.

The attached Agency Funding Policy guides the application and review process. *The following information should serve as a guide in completing the application:*

Eligibility: Any non-profit, 501 (c) (3) tax-qualified organizations seeking funding for the provision of health, housing and/or human services on Bainbridge Island that can document one year of providing services.

Funding Criteria: All requests for funds must meet one or more of the following definitions:

Health: Improvement of overall conditions of a person at a given time, soundness of body and mind as well as access to the delivery of primary health care services that enhance the optimal well being of an individual;

Housing: Promotion and facilitation of the availability of decent and safe dwellings affordable to all economic segments of the community through such programs as rental assistance;

Human Services: Provisions for meeting the basic human needs, including but not limited to the need for food, clothing, shelter and social support, especially in times of personal and family crisis.

Accountability: All organizations receiving funds will be asked to provide documentation that funded services have been delivered.

Review Process: A committee of the Health, Housing and Human Services Council will review all applications. The committee will ask applicants to meet with them for presentation of their proposals. The committee will then submit its recommendation to the full Health, Housing and Human Services Council for approval. The HHHS Council will forward its recommendation to the City Council of Bainbridge Island for final determination.

The Agency Funding Committee will consider the proposals using the following objectives:

1. Balances aspects of prevention and maintenance and crisis intervention;
2. Improves and coordinates the delivery of programs and direct services (capital expenditures are not eligible);
3. Teaches skills for long-term benefit;
4. Addresses specific obstacles to health, self-sufficiency;
5. Demonstrates cooperation/collaboration with other agencies to ensure safety-net and avoid duplication;
6. Considers numbers to be served AND numbers potentially impacted by the service;
7. Considers history of agency in providing services to the community;
8. Considers evidence of additional sources of funding for program(s).

Organizational strength and capacity, as well as efficient use of City resources are also used to evaluate agency proposals.

Timeline:

- April 16, 2008.....Applications available in Executive Department,
Bainbridge Island City Hall
- May 14, 2008APPLICATION DEADLINE (seven copies of
completed application submitted by 4:00 P.M.)**
- May 28 & 29, and June 3-5, 2008.....Committee review and applicant interviews
- July 15 and August 5, 2008Committee recommendation reviewed by HHHS
Council
- August 8, 2008.....Funding Request and Recommendations submitted to
the City of Bainbridge Island
- By December 31, 2008City Budget Approved
- By January 31, 2009.....Notification to agencies of contract awards

Mail or deliver seven copies of completed application to:

Health, Housing and Human Services Council
c/o COBI Executive Department
Bainbridge Island City Hall
280 Madison Avenue North
Bainbridge Island, Washington 98110

Applications must arrive at City Hall, whether mailed or delivered, by 4 PM May 14, 2008

Questions?
Call: Health, Housing and Human Services Council at 842-9335

Agency Funding Policy

Introduction

The Board of Directors of the Health, Housing and Human Services Council (“HHHS”) sets the policies of the Council and has final authority to interpret these policies. Changes to these policies are recommended to the Board by the Executive Committee, and take effect when adopted by the Board of Directors.

This policy governs the criteria applied to requests for funding by the City of Bainbridge Island (“City”) through HHHS. By law, requests for City funding come to HHHS, which prepares a unified human services budget for consideration by the Mayor and City Council.

HHHS has a fiduciary responsibility to the City and the community; we are responsible for ensuring the efficient use of City funds for human services that meet the needs of the community.

Funding Request Process

Agency Funding Committee

The HHHS board assigns responsibility for the annual agency allocation recommendation to the Agency Funding Committee, which processes and evaluates all annual funding requests, then recommends budget allocations to the HHHS board.

Eligibility

To be eligible to receive City funding through this process, an agency must satisfy the following criteria:

- Non-profit organization with 501(c)(3) tax-exempt status
- Provides health, housing and/or human services to Bainbridge Island residents (see definitions below)

Health: Improvement of overall conditions of a person at a given time, soundness of body and mind as well as access to the delivery of primary health care services that enhance the optimal well being of an individual;

Housing: Promotion and facilitation of the availability of decent and safe dwellings affordable to all economic segments of the community through such programs as rental assistance;

Human Services: Provisions for meeting the basic human needs, including but not limited to the need for food, clothing, shelter and social support, especially in times of personal and family crisis.

- A record of providing these services on Bainbridge for at least one year
- Data documenting services provided
 - A. Data requested in annual Application
 - B. Data required once funding begins (see Services Database, below)
 - C. If the agency provides services to communities other than Bainbridge Island, it must provide clear documentation of services and associated costs provided specifically to Bainbridge Island residents.

Applications

Each agency requesting City funding must complete an application in the year preceding the funding. This application is prepared annually by HHHS and must be completed by all applicants before the specified deadline. In the applications, agencies describe the services they currently provide, the history of services provided in the past, and the services and costs of those services they propose to provide through City funding in the coming year.

Interviews

After reviewing all submitted applications, the HHHS Agency Funding Committee schedules interviews with representatives of each agency. This provides an opportunity to explore the agency's plans in detail.

Agency Allocation Recommendation and Human Services Budget Development

After completing the interviews, the Agency Funding Committee weighs the agency proposals, considering each proposal on its merits and attempting to balance the overall picture. The Agency Funding Committee drafts an agency allocation recommendation for review by the Executive Committee. Upon completing its review, the Executive Committee combines the recommended agency allocations with the recommended allocation for HHHS administrative and program expenses to create a proposed human services budget. This proposed budget is then submitted to the full board for review and adoption. The adopted budget request is then sent to the Mayor and City Council for approval and inclusion in the City's annual budget.

Agency Allocation Criteria and Considerations

Many factors are considered in reviewing and acting on agency requests for City funding. Many of these criteria are qualitative rather than quantitative and include considerations developed through past experience with the review process.

The following objectives are the primary criteria applied to proposals:

1. Balances aspects of prevention and maintenance and crisis intervention.

Each application is reviewed according to how the services fit into three main categories: crisis, maintenance and prevention, and quality of life. Priority has been given to crisis intervention response and prevention and maintenance services over quality of life programs. Some human services issues, such as the high cost of medical care and coverage, may be deemed outside the scope of municipal government. Requests for reimbursement of direct medical costs or services to specific individuals have not been funded.

2. Improves and coordinates the delivery of programs and direct services (capital improvements/expenditures are not eligible);

The Human Services Element charges HHHS with assessing needs for services and helping agencies address unmet needs. Innovative and collaborative program ideas are encouraged. Special consideration is given to programs that address significant unmet needs identified in the HHHS Community Needs Assessment. This should not be at the expense of existing programs that are successfully addressing needs already recognized.

New agencies are evaluated according to how they complement or fit into the larger service delivery system. Efforts are made to avoid funding duplication of services. While new agencies are encouraged to apply each year, priority is given to ensuring the on-going provision of services provided by the agencies already receiving City funds, assuming that the services are still needed.

3. Teaches skills for long-term benefits;

4. Addresses specific obstacles to health and self-sufficiency;

5. Demonstrates cooperation and collaboration with other agencies to ensure safety net and avoid duplication;

6. Considers numbers to be served and numbers potentially impacted by the proposed services;

7. Considers history of agency in providing services to the community;

While agencies not previously funded are encouraged to apply, they receive close scrutiny for their capacity to carry out the services being proposed. Management capability, financial management and board support are taken into consideration.

8. Considers evidence of additional sources of funding for program(s).

The expectation is that City funding will be leveraged with funding from other sources. An agency's survival should not depend on City funding. In general, less than 30% of the total agency budget should come from the City. Each agency needs to have other stable funding sources, which may include some form of in-kind services.

The following additional criteria are also used to evaluate agency proposals:

Organizational Strength and Capacity

- Funding is generally limited in the first year an agency receives City funding (historically, between \$1,000 and \$6,000). This provides an opportunity to assess the agency's capability and accountability. Management capability, financial management, as well as board make-up and involvement, are all taken into consideration. Once a positive track record of good management is established, funding levels tend to increase.

Efficient Use of City Resources

- Proposals must be realistic within available City resources. Efforts are made to balance agency requests within the current City financial situation. Value is placed on being efficient as well as effective with City funding.

Services Database

It is essential for human services providers seeking City funding to show a "track record" of services provided. With support from the Glaser Foundation, the Community Connections for Youth (CCFY) project helped develop a database of services as called for in the Human Services Element of the City's Comprehensive Plan. Each agency participating in the CCFY project developed a customized database that supports its operations while also collecting core data about services. This core data is exported to an aggregate database which is used to produce reports to give a fuller picture of services provided by local agencies to Bainbridge residents.

Database Required

Because this database is one of the goals of the Human Services Element, and because it offers significant benefits for both HHHS and the participating agencies, agencies seeking City funding are required every month to provide their data about services provided in "Services Database Export" format. This is the only way HHHS can track service trends in a consistent way. Agencies that have HHHS-developed databases must export core data using the built-in export function. In special situations, agencies needing to use other databases may export data to the aggregate database under other arrangements with the approval of the technical staff of HHHS and the HHHS Board. New agencies will be asked to maintain an operational database which may or may not use the HHHS-developed model, as long as they will be able to export core data in the format expected by the HHHS aggregate database.

Transition Process

The requirement of services data in export format becomes effective at the **later** of these dates:

1. January 1, 2004, or
2. The end of the second year the agency receives City funding.

For agencies that did not participate in the CCFY database project, HHHS will provide technical specifications on the data expected to be exported to the aggregate database and also technical consultation on the best way for that agency to meet this requirement. As funding permits, HHHS will provide a moderate amount of technical support to help the agency adopt either the HHHS-developed model database or the export process from another source database.

Contingency Fund Requests

Updated Contingency Fund Allocation Policy

The HHHS Contingency Fund was established to assure timely availability and delivery of essential health, housing and human services to the people in our community. Historically, it was a set aside reserve used at the discretion of HHHS to provide funds for community non-profit service providers to address unanticipated increases in service requests within a budget year.

In 2005, a contingency fund line item was added to the HHHS budget and the potential uses of the funds were expanded. The contingency line item is to be used at the discretion of HHHS for unanticipated needs that arise over the course of the budget year.

There are three possible uses for contingency funds:

1. Unanticipated, time limited or one-time opportunities for HHHS to fund programs and activities that move forward implementation of the Human Services Element (HSE).
2. Programs or activities that foster cross-agency collaboration and innovation. These may be joint service programs that involve more than one of the agencies already under contract with HHHS, provided the services will be delivered within the same calendar year. If so, a "Joint-Agency Contract for Services" would be created, subject to the same requirements outlined in the Agency Funding Policy. Also eligible would be programs or activities that are sponsored by HHHS to promote cross-agency coordination.
3. Requests from the human service agencies—those already under contract with HHHS to provide needed services—that were unforeseen at the time the budget was developed. These emergency requests would be awarded through an "Amended Contract for Services" provided the additional allocation will provide reimbursement for services within the same contract year.

The intent is to ensure that the funds are available for all three uses and that there is availability of funds over the course of the year.

Policy:

The Executive Committee of HHHS will review Contingency Fund requests and make a recommendation to the full HHHS board, who will vote on whether to fund the request.

Procedure for Agency Requests:

1. An authorized representative of the agency shall make a written request to HHHS for additional reimbursement from HHHS's Contingency Fund, stating:
 - a. Reason for the request
 - b. Amount of the request
 - c. Services to be provided.
2. The Executive Committee of HHHS shall review the request and make a recommendation to the full HHHS board, who will then vote on whether to approve the request. If a request for additional reimbursement is approved, an authorized representative of the agency and the HHHS Council President shall sign an "Amended Contract for Services" stipulating the agreed upon terms from (1) above.
3. Provisions and requirements of the original contract shall apply to the "Amended Contract."

Agency Funding Policy April 21, 2003
Contingency Fund Policy Updated April 23, 2006